

**BY ORDER OF THE COMMANDER,
436TH AIRLIFT WING**



**DOVER AIR FORCE BASE
INSTRUCTION 32-6001**

31 OCTOBER 2002

Civil Engineering

UNACCOMPANIED HOUSING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 436 CES/CEH (Mrs. Laraine Harris)
Supersedes DAFBI 32-6001, 11 December 2000

Certified by: 436 CES/CC (Lt Col Macias)
Pages: 10
Distribution: F

This instruction implements AFD 32-60, *Housing*. This instruction outlines requirements for occupant responsibilities, cleaning requirement standards, and prescribes conduct of residents and guests in and around Unaccompanied Enlisted Personnel Housing (UEPH) facilities on Dover Air Force Base. It applies to all military personnel assigned or attached to Dover Air Force Base. The Uniform Code of Military Justice applies to personnel who violate the specific prohibitions and requirements of this instruction.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Commander, 436TH Mission Support Group (436 MSG/CC) Will:

- 1.1. Provide on-base quarters for all enlisted personnel not authorized to reside off-base.
- 1.2. Perform inspections to ensure UEPH meets and maintains standards for cleanliness, comfort and furnishings.
- 1.3. Ensure occupants are aware of responsibilities through written notification.

2. Housing Manager (436 CES/CEH) Will:

- 2.1. Assume overall responsibilities and establish operating instructions (OI) for dormitories and surrounding areas as necessary.
- 2.2. Conduct semiannual certification of members drawing single rate and partial rate Basic Allowance for Housing (BAH).

2.3. Assign rooms IAW AFI 32-6005, paragraph 2.4, Assignment Priorities. Priority 3 and 4 personnel are assigned on a space available basis. They may be given a 30-day notice to vacate assigned quarters, if quarters are needed for personnel in a higher priority.

2.4. Manage UEPH facility supply funds.

2.5. Ensure the scheduling and reporting of the Quarters Improvement Committee (QIC) meetings.

2.6. Assign and terminate dormitory room occupancy to eligible personnel.

3. Unit Commanders and First Sergeants Responsibilities:

3.1. Visit dormitories to ensure adequate facilities are provided to assigned personnel.

3.2. Conduct scheduled room inspections and participate in dormitory recognition programs ([Attachment 2](#)).

3.3. Provide detailed airmen for bay orderly duties to the Consolidated Dormitory Management Office.

4. UEPH managers will:

4.1. Coordinate occupancy status with the UEPH Control Office daily.

4.2. Ensure compliance with dorm cleanliness standards through assigned bay orderlies.

4.3. Maintain accurate furnishings inventory.

4.3.1. Ensure residents have adequate serviceable furniture.

4.3.2. Assume responsibility for reviewing inventory and condition of room and furnishings with resident upon assignment or termination of room and document findings on AF Form 228, **Furnishings Custody Receipt and Condition Report**, IAW AFI 32-6004.

4.4. Report maintenance and repair requirements to Civil Engineer Service Call personnel and monitor work progress.

4.4.1. Update residents on progress of projects and when estimated completion dates change, along with reasons for change.

4.4.2. Manage dormitory Self-Help Program.

4.5. Provide initial issue of bed linens for personnel residing in the dormitory. The following is considered initial issue:

4.5.1. Pillow – 1 each

4.5.2. Pillowcase – 1 each

4.5.3. Bedspread – 1 each

4.5.4. Blanket – 1 each

4.5.5. Mattress pad or cover – 1 each

4.5.6. Sheets – 2 each

4.6. Use A-B-C Rating Inspection System to inspect individual dormitory rooms.

4.6.1. Coordinate with unit first sergeants on unsatisfactory inspections when necessary.

4.7. Store and control cleaning supplies.

5. Dormitory Occupants Responsibilities:

5.1. Keep noise to an absolute minimum. Observe quiet hours from 2100 to 0700. Operate radios, televisions, and sound reproduction equipment at a volume that does not disturb other residents. Any activities which interfere with other residents' rights will not be tolerated.

5.2. At no time will residents remove window screens. UEPH residents will not yell from or lean out of windows to conduct conversations with other personnel.

5.3. UEPH residents and visitors under the age of 21 will not consume or possess alcohol (spirits), to include beer.

5.4. UEPH residents will not move to another room unless approved by the UEPH Facility Control Office.

5.4.1. Residents who move to another room are required to update DD Form 93, **Emergency Data Card**.

5.5. Cooking appliances or similar items (i.e., hot plates, electric skillets, toasters and camp stoves, space heaters) are prohibited. Microwaves and coffee makers are authorized in individual rooms. Occupants are responsible for the care and cleaning of microwaves and coffee makers, and will be held liable for damage to government property due to misuse of these appliances. Barbecue grills are provided in various areas throughout the dormitories. Occupants are responsible to remove ashes after coals have cooled.

5.6. Electric extension cords will not be longer than necessary and will be one continuous length without splices. Use extension cords in one outlet only. The extension cord will be UL approved and of adequate size to carry the required amperage. Equipment used must not exceed 15 amps.

5.7. The use of electric multi-plugs is prohibited. However, multi-outlet plug strips are authorized, if UL approved and equipped with at least 15-amp circuit breaker.

5.8. Occupants or their guests will not tamper with fire extinguishers, smoke/heat detectors, or other safety equipment. Do not use fire extinguishers for anything other than their intended purpose.

5.8.1. If the fire alarms sound, you must immediately evacuate the dormitory and notify the fire department.

5.9. The burning of incense, candles, hurricane lamps or any open flame-type device is prohibited.

5.10. Individual occupants may paint their rooms with paint provided by the Civil Engineer Self-Help Store, which meets AMC standards. All ceilings will be painted white. Rooms painted by the occupant with other than AMC standards will require repainting in the approved colors upon departure of the current occupants. Submit requests for paint and supplies to the Dorm Manager.

5.11. Contact paper or adhesive wall coverings may not be used on walls or their painted surfaces. Where these materials are installed, occupants will assume responsibility to repair or restore surfaces damaged by the removal of the material.

5.12. Drawing or writing on walls, trim, doors or wall lockers is prohibited.

5.13. Signs, posters, stickers, decals or other items will not be affixed to any portion of a public area of the dormitory including the individual room doors, room ceilings, furnishings, or appliances without the permission of the UEPH Control Office. Wall hangings will not be offensive and UEPH residents must exercise good judgment when choosing and hanging pictures and posters. Inflammatory items are prohibited.

5.14. Individual occupants may purchase and use their own drapes or linens, but occupants are required to have government issued items in place upon their permanent departure from the dormitory.

5.15. Government furniture will, under no circumstance, be removed from its assigned resident room, dayroom, laundry, kitchen, etc., without the UEPH Manager's authorization. If you wish to use personal furniture in your residence, the dormitory manager will arrange pick-up and storage of unneeded government furniture.

5.16. Occupants are required to maintain dormitory furniture in serviceable condition at all times. Report any damage to furniture which is not already identified on the AF Form 228 to the UEPH Manager as soon as possible.

5.17. Occupants who share rooms are responsible for all furniture and equipment items in their room and will share equally any monetary costs incurred for damage or loss, if determination of liability cannot be made. Each room occupant will acknowledge receipt for furnishings and linen on AF Form 228 with the UEPH Facility Manager.

5.18. Before the individual is cleared from the dormitory, the room will be cleaned and restored, if required, to make sure it is prepared for future occupancy. Damage to painted surfaces by application of tape or contact paper or through negligence will require repair to the room before permanent departure of the individual from the dormitory. Residents must not affix anything to a wall with government installed wall coverings.

5.19. Telephone and cable television may be installed in each individual's room at the occupant's expense. Occupants desiring cable television/telephone service may contact the commercial company directly.

5.20. UEPH residents leaving their room will be appropriately clothed or will wear robes, when going to use centrally located facilities such as the laundry, kitchen, dayroom, game room, etc.

5.21. Close window blinds or drapes when dressing or disrobing and when the room lights are on after dark. Occupants will neither run nor engage in any type of horseplay in the dormitory.

5.22. Small fish may be kept in rooms provided they are kept in an aquarium, which is cleaned as needed to keep the room free of offensive odors. Other pets are prohibited.

5.23. UEPH residents are permitted to enter another person's room only with the permission of the occupant while the occupant is there and will not remain behind in the room when the occupant leaves.

5.24. All UEPH residents will secure their personal possessions and safeguard government property. All rooms and windows will be locked when the occupants are not present. Serial numbers of high value items should be recorded on AF Form 1670, **Valuable Property Record**, and the form stored in a safe place. Forms are available from unit Crime Prevention Monitors or 436 SFS/SPAR.

5.25. Smoking in all dormitory common areas, including balconies, walk ways, and resident rooms is prohibited.

5.26. Firearms and weapons are not authorized in the dormitories at any time. Privately owned firearms, such as rifles, shotguns, and pistols including starter, paint ball and flare guns, will be stored in the 436 SFS Armory.

5.26.1. Weapons include, but are not limited to, knives with blades in excess of 3 1/2 inches, swords, blackjacks, metal knuckles, throwing stars, blowguns, BB and air guns, paint ball guns, bow and arrows, cross bows and any explosive material including ammunition.

5.27. Major appliances or similar items (i.e., televisions, stereos, coffeepots and irons) will be turned off and/or unplugged when not in use.

5.28. Storage of tires or engine/fuel components in your room is prohibited.

6. Dormitory Inspection:

6.1. Purpose. The dormitory inspection policy is designed to ensure proper health conditions and maintenance standards are maintained. UEPH Managers/First Sergeants will conduct inspections IAW this instruction. Supplies to clean your room may be obtained from your Dormitory Manager. The attached checklist ([Attachment 3](#)) will be used to standardize room inspections.

6.2. Daily room Inspection Standards.

6.2.1. Vacuum carpets to maintain good appearance.

6.2.2. Wastebaskets are cleaned, emptied and lined with a trash can liner.

6.2.3. Dust ledges, shelves and furnishings.

6.2.4. Clean and defrost refrigerators as required.

6.2.5. Neatly arrange items on top of dressers and desks.

6.2.6. Clean mirrors.

6.2.7. Clean sink and fixtures.

6.2.8. Clean microwave oven.

6.2.9. Bed linen will be clean. Individuals will be liable for bed linen lost or found to be worn beyond fair wear and tear due to negligence.

6.2.10. Make bed before departing each day.

6.2.11. Neatly hang clothing.

6.2.12. Store soiled clothing in a laundry bag or basket

6.3. Inspection Rating System. Rooms are rated using the A, B, and C rating categories.

6.3.1. Category A: Outstanding. Exceeds cleanliness standards in all respects and will be inspected monthly.

6.3.2. Category B: Satisfactory. Meets the standards and will be inspected the next week to ensure all noted discrepancies are corrected.

6.3.3. Category C: Unsatisfactory. Fails to maintain at least Category B standards and will be inspected daily until Category B standards are met.

6.4. Random inspection system and criteria; 10 percent of rooms will be randomly selected every two weeks and inspected. Follow daily inspection standards in section 6.2. to comply with this requirement.

6.5. Maintenance and washing of vehicles in parking lots or on streets is prohibited.

6.6. Only park motorcycles, bicycles or mopeds in designated areas, not under stair landings or pavilions, etc. Only park vehicles in designated areas, not on driveways, sidewalks, or lawns.

7. UEPH Facility Visitation Policy:

7.1. UEPH residents may entertain guests of either sex in their room as long as it does not interfere with joint occupancy. Guests, either civilian or military, cannot sleep overnight and will be accompanied by their sponsor at all times.

7.2. A guest is defined as a person not permanently assigned to that room. Sponsors are responsible for their guest's conduct while in the dormitory. Where rooms are shared, the sponsor will obtain the approval of the other assigned resident before allowing guests to visit. Residents of other dorms are also considered to be guests.

7.3. Guests must be at least 18 years of age unless they are members of the military with a valid identification card. Before immediate family members under 18 visit the dormitory residents, approval must be received from the UEPH Facilities Manager. They must be accompanied at all times.

7.4. Guests are not authorized to use UEPH laundry facilities or reside in a dormitory room.

SCOTT E. WUESTHOFF, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 34-9, *Laundry, Dry Cleaning, and Linen Exchange*

AFI 32-6005, *Unaccompanied Housing Management and Operations*

AFI 32-6004, *Furnishings Management*

Attachment 2

UNACCOMPANIED HOUSING RECOGNITION PROGRAM

The purpose of this attachment is to establish criteria and procedures for recognizing excellence in quality of life maintained by residents and managers of unaccompanied housing on Dover AFB. There are three categories of recognition as outlined below.

A2.1. Dormitory Room of the Month.

A2.1.1. Each Commander and/or First Sergeant will team up (as scheduled by the respective squadron), to inspect all rooms assigned to that squadron during the month. During these inspections, they will determine which rooms should be considered for Dormitory Room of the Month. During the last week of the month, the Dormitory Manager will accompany the Dormitory Superintendent to make the final selection. One room per Dormitory Manager per month will be recognized as Room of the Month. Room of the Month will be ineligible for the next month (no consecutive winners).

A2.1.2. Inspection will be based on established dormitory room standards IAW [Attachment 3](#), with additional consideration given to individuality, utilization of space and general decor.

A2.1.3. Room of the Month winners will be exempt from formal inspections for 30 days from award of Room of the Month and receive discounts and coupons from AAFES and MWR facilities as available.

A2.2. Dormitory Room of the Quarter.

A2.2.1. Those rooms recognized as Room of the Month will compete for Room of the Quarter. During the first week of April, July, October and January, the Dormitory Superintendent, the Command Chief or a Group Superintendent will evaluate all Rooms of the Month and select the Room of the Quarter.

A2.2.2. All rooms evaluated will have met inspection standards for cleanliness, safety, etc. Primary emphasis during selection will be on the general decor of the room to include individuality, use of space, and/or overall appearance.

A2.2.3. Room of the Quarter winner will receive a plaque, a one-day pass, Letter of Appreciation from the Wing Commander to be presented at the Quarterly Awards or an appropriate time so deemed by the AW/CC.

A2.3. Dormitory of the Quarter.

A2.3.1. At the end of each quarter, one dormitory will be recognized as the Dormitory of the Quarter.

A2.3.2. During the last week of March, June, September and December, the Housing Manager and Dormitory Superintendent will select the top three dormitories for consideration for Dormitory of the Quarter.

A2.3.3. During the first week of April, July, October and January, the Wing Commander and Command Chief will evaluate the three dormitories and select the Dormitory of the Quarter.

A2.3.4. Selection criteria will be based on dormitory appearance and improvements. Appearance will include interior and exterior common areas. The grading plan will be broken down as follows;

Appearance 45 percent, Random Inspections 30 percent and Improvements 25 percent. The Wing Commander and Command Chief will randomly select five percent of rooms from each dormitory for inspection. Dormitory improvements will encompass those improvements implemented, in progress, or planned. Positive consideration will be given to infrequency or absence of incidents such as noise complaints, theft and vandalism.

A2.3.5. Dormitory of the Quarter will receive O&M funds to improve dormitory quality of life for the residents. Funds will be used as the Dormitory Council and manager desire, within legal constraints. The winning dormitory will also be recognized with a caption in the Airlifter.

Attachment 3**DORMITORY ROOM STANDARDS/INSPECTION ITEMS**

- A3.1.** Room Secured
- A3.2.** Nonessential Utilities/Appliances Turned Off
- A3.3.** Doors/Walls/Lockers Clean/Free of Unauthorized Items
- A3.4.** Carpets/Rugs Clean
- A3.5.** Beds Clean and Neat
- A3.6.** Heating/Cooling Unit and Filter Clean/Free From Obstruction
- A3.7.** Window/Sill Clean
- A3.8.** Window Curtains Clean and Properly Hung
- A3.9.** Furnishings Cleaned, Dusted and Neatly Arranged
- A3.10.** Personal Items Clean, Neatly Arranged or Put Away
- A3.11.** Clothing Properly Stored Away
- A3.12.** Authorized Extension Cord in Use
- A3.13.** Authorized Appliances in Use
- A3.14.** Room Free of Fire/Safety Hazards
- A3.15.** Bathroom Shower/Walls/Tub/Curtain Clean
- A3.16.** Medicine Cabinet/Sink Area Clean
- A3.17.** All Mirrors Clean
- A3.18.** Commode Clean (All Areas)
- A3.19.** All Chrome Free from Water Spots
- A3.20.** Garbage Empty